

CITY OF COTTAGE GROVE
ENTERPRISE FUNDS BUDGET SUMMARY

	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ADOPTED	FY 2020-21 ADOPTED
Water Fund				
Water Distribution	875,906	865,995	1,061,940	1,168,470
Water Production	583,272	625,048	739,920	749,965
Non-Departmental	974,874	1,082,901	711,840	680,965
Total Water Fund	2,434,051	2,573,944	2,513,700	2,599,400
Wastewater Fund				
Wastewater Collection	350,586	377,550	450,600	482,115
Wastewater Treatment Plant	686,430	740,097	824,580	809,825
Middlefield Golf Course	435,261	481,206	530,930	553,225
Non-Departmental	779,598	897,918	581,590	612,430
Total Wastewater Fund	2,251,875	2,496,771	2,387,700	2,457,595
Storm Drain Utility Fund	435,806	491,119	520,800	545,700
Industrial Park Operations Fund	172,846	1,041,956	417,000	318,590
Total Enterprise Funds	5,294,578	6,603,790	5,839,200	5,921,285



**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**202-000 WATER FUND
REVENUE**

2020-21

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
649,419	671,486	700,000	41010 CARRYOVER	650,000	650,000	650,000
			CHARGES FOR SERVICES			
1,705,262	1,803,868	1,760,000	45010 SALE OF WATER	1,890,000	1,890,000	1,890,000
34,230	34,120	30,000	45020 SERVICE CONNECTION FEES	30,000	30,000	30,000
10,213	9,125	6,000	45030 INSTALLATION FEES	15,000	15,000	15,000
1,749,704	1,847,113	1,796,000	TOTAL CHARGES FOR SERVICES	1,935,000	1,935,000	1,935,000
11,362	17,371	12,000	53200 INTEREST INCOME	9,000	9,000	9,000
			MISCELLANEOUS REVENUE			
557	548	400	54010 CREDIT BUREAU	100	100	100
192	3,679	500	54050 AUCTION PROCEEDS	500	500	500
22,117	28,677	4,500	54060 MISCELLANEOUS REVENUE	4,500	4,500	4,500
700	500	300	54062 UTILITY NSF CHECK FEES	300	300	300
0	4,569	0	54070 INSURANCE PROCEEDS	0	0	0
23,566	37,973	5,700	TOTAL MISCELLANEOUS REVENUE	5,400	5,400	5,400
2,434,051	2,573,944	2,513,700	TOTAL REVENUE	2,599,400	2,599,400	2,599,400



PUBLIC WORKS & DEVELOPMENT**WATER DISTRIBUTION****OVERVIEW**

Water Distribution is a function of the Public Works & Development Department and is an integral part of the water utility, and it shares this responsibility with Water Production to meet the following primary needs: 1) Provide consumers with high quality safe drinking water in sufficient quantity. 2) Provide sufficient reserve capacity and facilities for fire protection purposes.

OPERATIONAL OBJECTIVES

- Water service turn-on and offs
- Leak and consumption checks
- Water main line flushing to maintain water quality
- Utility billing service
- Water meter installation and repair/replacement
- Utility locating service for underground facilities
- Administration of a backflow prevention program
- Investigation of water quality and pressure problems
- Water conservation and loss control

BUDGET YEAR OBJECTIVES

- Maintain water quality in the distribution system in compliance with Oregon Health Division standards including backflow device program.
- Provide for water distribution system maintenance, operations and repairs including periodic flushing, meter maintenance, leak detection, and repair.
- Provide water turn-on and turn-off services for customers.
- Provide waterline-locating services.
- Complete installation of the new Sensus iPearl automated water meters.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2019-20

- Installed approximately 3,000 new automated water meters.
- Completed a system wide water distribution line flushing to remove sedimentation of minerals in the pipelines and improve water quality.
- Purchased a used 2006 service truck to replace the current 1990 service truck.
- Installed 3 automated line flushers on dead end water distribution lines to improve chlorine levels and lower water temperatures.
- Continued partnership with South Lane County Fire and Rescue to install Storz fittings on the major port on fire hydrants.

- The City received a total of 1210 water bill payments by credit card in March 2020. This is a decrease of 255 or a 17% decrease from March 2019.
- As of March 31,2020, there were 370 people signed up for recurring credit card water payments and 389 people signed up for paperless billing up from 310 people in 2019.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2019-20

- A 0% water rate increase is proposed, although a 3% increase was recommended. Not increasing the rate this fiscal year will assist with reducing COVID19 financial hardships for our customers.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21
Utilities Clerk	0.53	0.53	0.53	0.53
Finance Clerk	0.21	0.21	0.32	0.32
PW & Development Director	0.16	0.16	0.16	0.16
Administrative Aide	0.83	0.83	0.83	0.83
City Engineer	0.21	0.21	0.21	0.21
Utilities Maint. Supervisor	0.50	0.50	0.49	0.49
Fleet & Facilities Manager	0.40	0.40	0.45	0.40
Utility Maintenance Workers	4.28	4.28	5.03	5.48
Total FTE	7.12	7.12	8.02	8.42

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2016-17	Actual 2017-18	Actual 2018-19	Estimate 2019-20
<i>Provide customer high quality drinking water</i>	<i>Number of backflow devices</i>	1,473	1,500	1,620	1,620
	<i>Number of backflow inspections</i>	50	1,319	1,535	1,540
	<i>Number of service requests evaluated</i>	145	99	108	110
	<i>Number of repairs on distribution system</i>	85	41	5	2
<i>Provide contractors and public with pertinent information as it relates to water distribution system</i>	<i>Number of locates</i>	650	773	850	860
	<i>Promotion of "call before you dig" service</i>				
<i>Provide high quality service</i>	<i>Number of replaced meters</i>	90	56	110	1729*
	<i>Delinquent account shutoffs</i>	450	404	450	419
	<i>Water turn on/off requests</i>	1,258	1,284	1,250	1,225
	<i>Line leak checks</i>	143	201	240	249

*Installation began of the new AMI meters, estimated to be finished early in FY 2020-21



DID YOU KNOW?

Water Distribution Facts:

- Provides maintenance and operation of approximately 49 miles of water mains ranging in size from 2-inches to 18-inches in diameter.
- The water distribution system network contains two reservoirs with a storage capacity of 4.3 million gallons.
- Two pressure booster pump stations; Taylor Pump Station to serve customers on Taylor Avenue, Parks Road, Cambria Place and Holly Pump Station to serve Holly Avenue
- 459 fire hydrants within the distribution system (389 public and 67 private).
- There are 4,004 metered water service connections (3,876 active accounts as of April, 2020 billing and approximately 128 accounts idle).
- 45 fire service connections.
- One pressure regulating station
- There are 1,535 private backflow devices throughout the municipal water system. There are an additional 85 devices on city buildings and parks water services, for a total of 1,620.



Flushing the water distribution system







**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**202 WATER FUND
202-220 WATER DISTRIBUTION**

2017-18	2018-19	2019-20		2020-21			
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	FTE	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES							
24,575	26,477	27,130	60240 UTILITIES CLERK	0.53	28,350	28,350	28,350
6,441	6,716	12,440	60250 FINANCE CLERK	0.32	12,795	12,795	12,795
14,495	15,585	17,275	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	17,620	17,620	17,620
36,593	35,158	39,645	60410 ADMINISTRATIVE AIDE	0.83	40,930	40,930	40,930
17,844	17,868	19,200	60430 CITY ENGINEER	0.21	19,600	19,600	19,600
37,212	32,765	35,260	60440 UTILITIES MAINT. SUPERVISOR	0.49	37,775	37,775	37,775
30,754	35,328	33,075	60450 FLEET & FACILITIES MANAGER	0.40	31,500	31,500	31,500
228,950	225,167	289,230	60480 UTILITY MAINTENANCE WORKER	5.48	336,135	336,135	336,135
774	3,481	4,800	61100 OVERTIME		4,900	4,900	4,900
5,534	4,097	11,655	62010 WORKERS' COMPENSATION		12,305	12,305	12,305
399	400	930	62020 UNEMPLOYMENT		1,050	1,050	1,050
29,746	29,899	39,565	62030 FICA		45,400	45,400	45,400
191	180	235	63010 LIFE INSURANCE		235	235	235
66,142	67,325	80,125	63020 RETIREMENT		103,225	103,225	103,225
2,072	1,771	2,740	63030 DISABILITY INSURANCE		2,900	2,900	2,900
134,634	130,621	149,620	63040 HEALTH INSURANCE		180,500	180,500	180,500
2,250	1,730	3,765	63050 DEFERRED COMPENSATION		3,000	3,000	3,000
638,605	634,568	766,690	TOTAL PERSONNEL SERVICES	8.42	878,220	878,220	878,220
MATERIALS AND SERVICES							
56,325	43,645	60,000	71000 CONTRACTUAL SERVICES		50,000	50,000	50,000
1,416	565	2,000	71210 CLOTHING ALLOWANCE		2,000	2,000	2,000
29,461	37,905	40,000	71500 ELECTRICITY		42,000	42,000	42,000
8,713	10,230	7,500	71520 TELEPHONE		9,000	9,000	9,000
1,064	2,300	2,500	71530 NATURAL GAS		2,500	2,500	2,500
14,269	14,393	12,500	71540 FUEL & LUBRICANTS		15,000	15,000	15,000
1,855	564	1,000	71560 COMMUNICATIONS SERVICE		500	500	500
1,586	8,995	5,000	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
17,159	18,500	15,000	71710 EQUIPMENT MAINT. & REPAIR		15,000	15,000	15,000
10,484	7,808	12,500	71720 VEHICLE MAINT. & REPAIR		10,000	10,000	10,000
0	0	250	71730 RADIO MAINT. & REPAIR		250	250	250
50	384	500	72000 COMPUTER SERVICE & SUPPLIES		500	500	500
240	164	500	72010 OFFICE SUPPLIES		500	500	500
13,619	10,905	10,000	72100 MINOR EQUIPMENT & TOOLS		10,000	10,000	10,000
394	4,475	2,500	72120 EQUIP. RENTAL & LEASE		2,500	2,500	2,500
993	849	1,500	72400 LAB TESTS & SUPPLIES		1,000	1,000	1,000
0	411	1,000	72410 TREATMENT CHEMICALS		500	500	500
2,449	1,922	2,500	72510 SAFETY EQUIPMENT		2,500	2,500	2,500
1,070	499	1,000	72600 CLEANING SUPPLIES		1,000	1,000	1,000
7,437	4,978	7,500	73000 SAND & GRAVEL		7,500	7,500	7,500
1,046	1,532	3,000	73010 ASPHALT & CONCRETE		3,000	3,000	3,000
34,576	22,727	40,000	73100 WATER PIPE & APPURTENACES		40,000	40,000	40,000
6,941	5,291	25,000	73110 HYDRANTS		25,000	25,000	25,000
13,002	22,255	15,000	73120 WATER METERS		15,000	15,000	15,000
0	0	17,000	73420 CREDIT CARD PROCESSING FEE		20,000	20,000	20,000
13,154	10,131	10,000	73600 MISC. SUPPLIES & EXPENSE		10,000	10,000	10,000
237,301	231,427	295,250	TOTAL MATERIALS AND SERVICES		290,250	290,250	290,250
875,906	865,995	1,061,940	TOTAL EXPENDITURES		1,168,470	1,168,470	1,168,470



PUBLIC WORKS & DEVELOPMENT**WATER PRODUCTION****OVERVIEW**

Water Production operates and maintains a gravity feed raw water surface intake facility, a shallow horizontal well (for emergency only), a river bank raw water pumping facility, a treatment plant raw water pumping station and the water production treatment plant, a finished water high service pumping station, 2 finished water high level storage reservoirs, 2 finished water booster pumping stations and 14 water quality sampling stations.

Water Production also monitors, protects, and influences watershed management, in conjunction with Federal, State and Local agencies and private landowners. Water Production is an integral part of the City's water utility, and it works hand in hand with Water Distribution to provide a quality water supply.

OPERATIONAL OBJECTIVES

Water Production is responsible for analyzing and monitoring the City's source raw water and finished treated water.

Water Production is responsible for selecting locations within the distribution system for the installation of dedicated water sampling stations for sampling and testing municipal water from throughout the distribution system for compliance with safe drinking water standards.

The primary responsibility of Water Production is treatment of all municipal water to assure that it meets or exceeds current safe drinking water quality regulations. Water Production maintains up-to-date records of operations and maintenance for evaluation of the water department facilities by regulatory agencies.

BUDGET YEAR OBJECTIVES

- Revise and update water quality monitoring and sampling plans to meet EPA regulations.
- Continue to provide assistance to the City's legal representatives in certificating the water rights for the Row River Water Treatment Plant.
- Be an active and supportive member of the Northwest Membrane Operator Association.
- Attend trainings for advanced operations of membrane filtration water treatment facilities.
- Be an active & supportive member of the AWWA-PNWS local Cascade to Coast Subsection.
- Investigate opportunities to improve processing operations at the water treatment plant.
- Work with the Distribution System personnel in the development of a Distribution System Water Quality Monitoring Plan and ultimately a Distribution System Optimization Plan.
- Work with the City's consultants on development of a Water Management and Conservation Plan and updating the Water System Master Plan.

- Assist City Staff with the continued administration of the City's Drinking Water Protection Plan approved by the Oregon Health Authority Drinking Water Services.
- Research opportunities to acquire land for future finished water pumping/storage facilities.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2019-20

- Hosted tours of water treatment plant facilities to professional & community organizations.
- Continued training of the newest full-time water treatment plant operator employee.
- Staff working with the City's consultant on a Water Management and Conservation Plan.
- Staff attended various training workshops dealing with water treatment plant operations.
- Assisted City's legal representatives with certification of the City's Municipal water rights.
- Staff attended Oregon Water Utility Council monthly meetings.
- Assisted the CFWWC & Lincoln Middle School "Waters" class with their monthly outings.
- Commercial divers vacuumed clean the RRWTP river intake tank and membrane feed tanks.
- Commercial divers vacuumed clean Knox Hill and RRWTP HSPS finished water storage tanks.
- Installed new UV Organics Monitor at the RRWTP to measure both raw and finished waters.
- Completed relining repairs to the two main Sodium Hypochlorite storage tanks at RRWTP.
- Collected by-weekly raw & finished water testing for Harmful Algal Bloom Cyanotoxins.
- Staff worked with construction contractors on expansion of the RRWTP from 4 to 6 MGD.
- Installed 5 new G3 Series Numatics communication manifolds into the RRWTP.
- Participated in Harmful Algae Bloom Stake Holders annual meeting and technical workshop.
- Brown Contracting completed repairs to Knox Hill finished water storage reservoirs' roofs.
- Removed trees from inside Knox Hill finished water storage reservoirs' compound.
- Replaced defective mixer in 2.3 MG finished water storage reservoir at Knox Hill.
- Installed security fencing around the perimeter of the RRWTP.
- Pall Water conducted a "Health Check" of the RRWTP and an autopsy on one module.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2019-20

- No significant changes being proposed.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21
PW & Development Director	0.09	0.09	0.09	0.09
Administrative Aide	0.15	0.15	0.15	0.15
City Engineer	0.05	0.05	0.05	0.05
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
Water Production Supt.	1.00	1.00	1.00	1.00
Utility Maintenance Workers	2.05	3.05	3.05	3.10
Total FTE	3.39	4.39	4.39	4.44

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Estimate 2019-20	Estimate 2020-21
<i>Meet EPA's drinking water standards</i>	<i>Potable Water Produced (mil gal/yr)</i>	455	487	487	490
	<i>Consumer Confidence Reports distributed</i>	4384	4427	4441	4450
	<i>Number of Sampling & Testing Performed</i>				
	<i>Daily: WTP</i>				
	<i>Turbidity of filtered water every 4 hrs</i>	1301	1438	1446	1450
	<i>Daily: EP</i>				
	<i>Chlorine residual</i>	365	365	366	365
	<i>pH</i>	365	365	366	365
	<i>Temperature</i>	365	365	366	365
	<i>Weekly: DS</i>				
	<i>Bacteriological 4/wk</i>	206	203	195	208
	<i>Chlorine residual</i>	206	203	195	208
	<i>Monthly: RWS</i>				
	<i>Total and E. coli Bacteriological</i>	16	22	12	12
	<i>Quarterly: RWS</i>				
	<i>Total Organic Carbon</i>	4	4	4	4
	<i>Quarterly: WTP</i>				
	<i>Total Organic Carbon</i>	4	4	4	4
	<i>Quarterly: DS</i>				
	<i>Trihalomethanes</i>	8	8	32	32
	<i>Holacetic Acids</i>	10	10	40	40
	<i>Annually: EP</i>				
	<i>Nitrate</i>	1	1	1	1
	<i>Volatile Organics - Regulated</i>	23	23	23	23
	<i>Volatile Organics - Non-Regulated</i>	21	22	22	22
	<i>Every 3 years: EP</i>				
	<i>Synthetic Organic Chemicals</i>	96	<i>Due 2020</i>	<i>Due 2020</i>	96
	<i>Every 3 years: DS</i>				
	<i>Lead</i>	<i>Due 2018</i>	40	<i>Due 2021</i>	<i>Due 2021</i>
	<i>Copper</i>	<i>Due 2018</i>	40	<i>Due 2021</i>	<i>Due 2021</i>
	<i>pH</i>	<i>Due 2018</i>	14	<i>Due 2021</i>	<i>Due 2021</i>
	<i>Every 6 years: DS</i>				
	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>	<i>None Due</i>
	<i>Every 9 years: EP</i>				
	<i>Radionuclides - Radium 226/228</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Radionuclides - Uranium</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Radionuclides - Gross Alpha</i>	<i>Due 2018</i>	1	<i>Due 2024</i>	<i>Due 2024</i>
	<i>Inorganic Chemicals</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	20
	<i>Nitrate</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	1
	<i>Arsenic</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	1
	<i>Every 9 years: DS</i>				
	<i>Asbesetos</i>	<i>Due 2020</i>	<i>Due 2020</i>	<i>Due 2020</i>	1

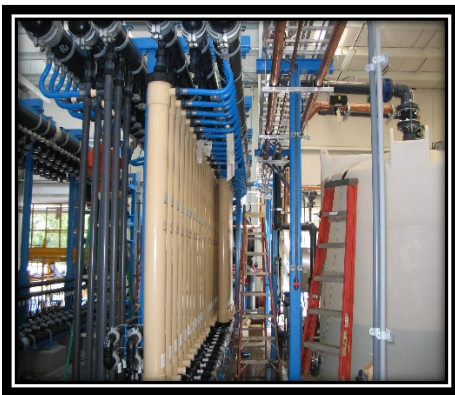
RWS- Raw Water Source; WTP-Water Treatment Plant; EP- Entry Point; DS - Distribution System



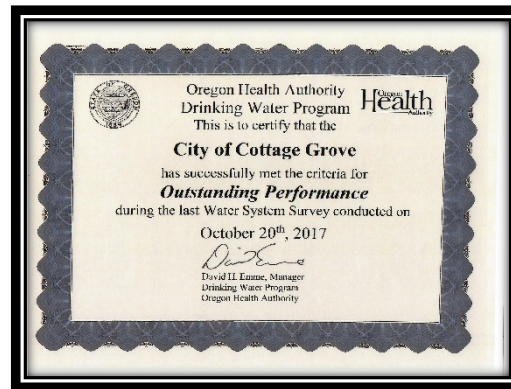
DID YOU KNOW?

Water Production Facts

- Total current treatment capacity of the Row River WTP = 6.0 Million Gallons per day.
- Average daily water production, winter months November - April = 1.0 Million Gallons
- Average daily water production, summer months May - October = 1.6 Million Gallons
- Peak daily water production, summer months July - September = 2.6 Million Gallons.
- Of all the earth's water, 97% is salt water found in oceans and seas.
- Only 1% of the earth's water is available for drinking water; 2% is currently frozen.
- You can refill an 8-ounce glass with water from your tap approximately 15,000 times for the same cost as a six pack of pop.
- In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.
- The Row River Water Treatment Plant received Second Place honors in the DJC 2009 Top Projects competition for public works infrastructure construction/design, in the \$5M to \$15M category.



A 2 MGD expansion of the Row River Water Treatment Plant is to begin in the Spring of 2020.



In October 2017 the Row River Water Treatment Plant received an "Outstanding Performance" award from the Oregon Health Authority Drinking Water Program.

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**202 WATER FUND
202-240 WATER PRODUCTION**

			2020-21				
2017-18	2018-19	2019-20	DESCRIPTION	FTE	PROPOSED	APPROVED	ADOPTED
ACTUAL	ACTUAL	BUDGET					
PERSONNEL SERVICES							
8,153	8,767	9,720	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	9,920	9,920	9,920
6,533	6,976	8,110	60410 ADMINISTRATIVE AIDE	0.15	8,235	8,235	8,235
4,248	4,254	4,570	60430 CITY ENGINEER	0.05	4,665	4,665	4,665
3,844	4,416	4,135	60450 FLEET & FACILITIES MANAGER	0.05	3,950	3,950	3,950
74,868	76,656	80,490	60460 WATER PRODUCTION SUPERVISOR	1.00	82,120	82,120	82,120
124,041	174,288	188,735	60480 UTILITY MAINTENANCE WORKER	3.10	189,715	189,715	189,715
5,612	2,775	5,500	61100 OVERTIME		5,500	5,500	5,500
3,610	3,162	8,000	62010 WORKERS' COMPENSATION		8,100	8,100	8,100
228	279	600	62020 UNEMPLOYMENT		600	600	600
17,130	21,007	25,450	62030 FICA		25,825	25,825	25,825
93	104	130	63010 LIFE INSURANCE		130	130	130
49,197	57,034	60,750	63020 RETIREMENT		71,000	71,000	71,000
1,137	1,102	1,575	63030 DISABILITY INSURANCE		1,600	1,600	1,600
68,180	70,832	82,775	63040 HEALTH INSURANCE		85,730	85,730	85,730
2,111	2,129	4,480	63050 DEFERRED COMPENSATION		5,625	5,625	5,625
368,986	433,780	485,020	TOTAL PERSONNEL SERVICES	4.44	502,715	502,715	502,715
MATERIALS AND SERVICES							
17,853	10,634	20,000	71000 CONTRACTUAL SERVICES		20,000	20,000	20,000
90,507	87,682	85,000	71500 ELECTRICITY		90,000	90,000	90,000
11,474	11,138	13,000	71520 TELEPHONE		13,000	13,000	13,000
3,053	3,770	5,000	71540 FUEL & LUBRICANTS		4,000	4,000	4,000
447	149	500	71560 COMMUNICATIONS SERVICE		100	100	100
5,610	4,837	5,000	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
19,534	14,204	20,000	71710 EQUIPMENT MAINT. & REPAIR		20,000	20,000	20,000
171	171	1,000	71720 VEHICLE MAINT. & REPAIR		1,000	1,000	1,000
0	0	100	71730 RADIO MAINT. & REPAIR		100	100	100
0	0	500	71750 METER MAINT. & REPAIR		500	500	500
822	435	1,500	72000 COMPUTER SERVICE & SUPPLIES		1,000	1,000	1,000
0	186	500	72010 OFFICE SUPPLIES		250	250	250
998	2,600	2,000	72100 MINOR EQUIPMENT & TOOLS		2,000	2,000	2,000
120	240	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
43	688	1,500	72300 BUILDING SUPPLIES		1,000	1,000	1,000
12,444	13,476	35,000	72400 LAB TESTS & SUPPLIES		25,000	25,000	25,000
49,572	39,400	60,000	72410 TREATMENT CHEMICALS		60,000	60,000	60,000
0	0	300	72510 SAFETY EQUIPMENT		300	300	300
1,637	1,660	3,000	73600 MISC. SUPPLIES & EXPENSE		3,000	3,000	3,000
214,286	191,268	254,900	TOTAL MATERIALS AND SERVICES		247,250	247,250	247,250
583,272	625,048	739,920	TOTAL EXPENDITURES		749,965	749,965	749,965



FUND: ENTERPRISE

FUND/DEPARTMENT #: 202-295

PUBLIC WORKS & DEVELOPMENT

WATER NON-DEPARTMENTAL

OVERVIEW

The purpose of Water Non-Departmental is to account for expenditures that are common to all Water Fund activities. Those expenditures include costs for audit, insurance, administrative charges, education, professional organization costs, medical tests, debt retirement, operations, engineering support and other general water fund expenses.

OPERATIONAL OBJECTIVES

- Pay dues for membership in the American Water Works Association, Northwest Membrane Operator Association, Oregon Association of Water Utilities, Water ISAC (security), Oregon Lakes Association (harmful algae blooms info), and the American Public Works Association. Dues are also paid to the Oregon Water Utilities Council for representation in regard to water legislative issues. Additionally dues are paid to The Coast Fork Willamette Watershed Council for watershed enhancement and drinking water protection plan support activities.
- Training is provided for full-time employees that conduct the activities of the water utility.
- Fees are paid from this fund for water operator certification testing, licensing, and renewal.
- Pay fees annually to the Oregon Health Authority/DWS for their regulatory services.
- Provide funding for utility billing printing and mailing costs.
- Provide funding for publication and postage fees for the mailing of special reports to the public. These reports include the Annual Consumer Confidence Report and water quality Public Notification Reports.
- Pay its allotment for administrative and general engineering services as well as any outstanding debt service.

BUDGET YEAR OBJECTIVES

- To continue to support the activities of Water Production and the Water Distribution.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2019-20

- No significant budget changes proposed.

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**202 WATER FUND
202-295 NON-DEPARTMENTAL**

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
1,023	601	1,000	70030 ADVERTISING	1,000	1,000	1,000
230	354	500	70040 CONSUMER CONFIDENCE REPORT	500	500	500
5,810	5,997	6,500	70100 AUDIT EXPENSE	7,990	7,990	7,990
33,646	37,189	38,000	70400 INSURANCE & BONDS	38,000	38,000	38,000
250	450	500	71012 EMAIL & WEB SERVICES	500	500	500
1,992	1,934	1,200	71600 POSTAGE	2,000	2,000	2,000
12,569	10,396	13,500	71610 UTILITY BILLING POSTAGE	14,000	14,000	14,000
7,293	6,925	10,000	72000 COMPUTER PROGRAMS & SUPPLIES	10,000	10,000	10,000
2,703	2,310	3,000	72010 OFFICE SUPPLIES	3,000	3,000	3,000
767	745	1,000	72030 BOOKS, MAPS & PERIODICALS	1,000	1,000	1,000
0	0	500	72100 MINOR EQUIPMENT-TOOLS	500	500	500
302	14	500	73600 MISCELLANEOUS SUPPLIES	500	500	500
136	348	1,000	74000 PROGRAM FEES & DUES	1,000	1,000	1,000
5,587	5,627	7,500	74100 PROFESSIONAL ASSOCIATION DUES	7,500	7,500	7,500
2,144	8,221	6,000	74200 EDUCATION & REGISTRATION FEES	6,000	6,000	6,000
2,250	2,140	3,000	74210 TRAVEL & SUBSISTENCE	3,000	3,000	3,000
172	152	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
3,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
68,935	68,950	69,020	79900 ADMINISTRATION FEE	69,050	69,050	69,050
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
169,308	174,853	185,720	TOTAL MATERIALS & SERVICES	188,540	188,540	188,540
			TRANSFERS			
17,419	18,303	19,200	90217 TRANSFER TO DEBT SERVICE	19,955	19,955	19,955
100,000	100,000	125,000	90232 TRANSFER TO WATER RESERVE FUND	100,000	100,000	100,000
117,419	118,303	144,200	TOTAL TRANSFERS	119,955	119,955	119,955
0	0	381,920	99000 CONTINGENCY	372,470	372,470	372,470
0	0	0	99010 UNAPPROPRIATED ENDING BALANCE	0	0	0
671,485	789,745	0	99020 ENDING BALANCE	0	0	0
671,485	789,745	381,920	TOTAL ENDING BALANCE	372,470	372,470	372,470
958,212	1,082,901	711,840	TOTAL EXPENDITURES	680,965	680,965	680,965
2,434,051	2,573,944	2,513,700	TOTAL WATER FUND EXPENDITURES	2,599,400	2,599,400	2,599,400

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**302-000 WASTEWATER FUND
REVENUE**

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				PROPOSED	APPROVED	ADOPTED
368,886	442,868	450,000	41010 CARRYOVER	456,000	456,000	456,000
1,515,207	1,621,209	1,575,000	45040 WASTEWATER DISP USER CHARGES	1,650,000	1,650,000	1,650,000
203,227	228,464	190,000	45044 GOLF COURSE FEES	200,000	200,000	200,000
41,011	36,461	32,000	45045 PRO SHOP	32,000	32,000	32,000
51,835	59,403	42,000	45046 CLUB/CART RENTALS	60,000	60,000	60,000
31,714	34,231	31,000	45047 DELI SALES	30,000	30,000	30,000
11,943	11,943	11,945	45049 CG HOSPITAL MOWING FEES	11,945	11,945	11,945
1,854,936	1,991,712	1,881,945	TOTAL CHARGES FOR SERVICE	1,983,945	1,983,945	1,983,945
2,589	0	0	51130 STATE & LOCAL GRANTS	0	0	0
5,926	10,580	5,000	53200 INTEREST REVENUE	2,250	2,250	2,250
			MISCELLANEOUS REVENUE			
556	548	400	54010 CREDIT BUREAU	400	400	400
1,877	3,571	1,000	54050 AUCTION PROCEEDS	500	500	500
6,290	28,762	2,500	54060 MISCELLANEOUS REVENUE	2,500	2,500	2,500
0	7,089	35,215	54070 INSURANCE PROCEEDS	0	0	0
10,815	11,640	11,640	54250 RENTAL PROPERTY REVENUE	12,000	12,000	12,000
19,538	51,611	50,755	TOTAL MISCELLANEOUS REVENUE	15,400	15,400	15,400
2,251,875	2,496,771	2,387,700	TOTAL REVENUE	2,457,595	2,457,595	2,457,595



PUBLIC WORKS & DEVELOPMENT**WASTEWATER COLLECTION****OVERVIEW**

Wastewater Collection is a function of the Public Works Department with the primary function to collect and convey wastewater from the City's customers to the City's Wastewater Treatment Plant in a safe, efficient manner. The Wastewater Collection system contains 45.72 miles of sanitary sewer lines ranging in size from 4 to 36 inches in diameter.

OPERATIONAL OBJECTIVES

- Maintain and repair wastewater main lines including service lines within the street right-of-way.
- Provide utility locating service for underground wastewater lines.
- Investigate and monitor underground contaminants and evaluate effects on collection systems.
- Investigate and remove infiltration and inflow situations (storm water entering the sanitary sewer collection system).
- Clean wastewater lines and remove debris (rags, grease, gravel, and roots) when necessary.

BUDGET YEAR OBJECTIVES

- Continue video inspection of the collection system to assess sewer pipe conditions.
- Seal coat 15 sewer manholes to reduce storm water infiltration.
- Replace approximately 2,400' of sewer mainline along South 4th Street from Hwy 99 to Grant Street.
- Replace 3 back lot sewers on Polk, Madison, and Jefferson Streets.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2019-20

- Repaired and lined 15 manholes reducing storm water infiltration and sewage blockages.
- Removed 3 storm drain lines from the sewer collection system on Madison Street.
- City instituted a Fats, Oils, and Grease (FOG) inspection Program. Utility crews met with 92 business owners throughout town to inform them of the program and encourage working together to reduce FOG in our sewer collection system.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2019-20

- A 0% wastewater rate increase is proposed, although a 3% increase was recommended. Not increasing the rate this fiscal year will assist with reducing COVID19 financial hardships for our customers.

FULL-TIME EQUIVALENT POSITIONS

Position	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21
Utilities Clerk	0.42	0.42	0.42	0.42
Finance Clerk	0.20	0.20	0.30	0.30
PW & Development Director	0.16	0.16	0.16	0.16
Administrative Aide	0.40	0.40	0.40	0.40
City Engineer	0.11	0.11	0.11	0.11
Utilities Maint. Supervisor	0.17	0.17	0.15	0.15
Fleet & Facilities Manager	0.15	0.15	0.15	0.15
Utility Maintenance Workers	1.47	1.47	1.81	1.91
Total FTE	3.08	3.08	3.50	3.60

PERFORMANCE MEASUREMENT

Strategy	Measure	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19
<i>Provide a safe and effective conveyance of wastewater</i>	<i>No. of service requests evaluated</i>	70	70	44	48
	<i>No. of plugged sewer mains</i>	28	45	6	16
	<i>No. of lateral lines repaired</i>	39	15	13	14
	<i>No. of sewer spills reported</i>	0	0	0	0
	Feet of sewer lines video	3153	4,235	30,447	13,219



DID YOU KNOW?

Wastewater Collection Facts:

- The Department maintains approximately 45.72 miles of sanitary sewer main lines.
- The Department responded to approximately 833 locate requests to locate the utility lines prior to excavation work being performed.
- 54 new sewer connections were made to the existing sewer system and 2 sewer laterals were repaired this year.
- There is a total of 3,712 active sewer customers served by the City's sanitary sewer collection system.



Old brick lined manhole sealed to keep storm water from entering the sewer collection system. In 2019-2020 the City contracted to have 15 sewer manholes to be repaired and sealed.



Wore out sewer mainline where video camera was stuck



Sewer mainline repair







**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**302 WASTEWATER FUND
302-320 WASTEWATER COLLECTION**

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	FTE	2020-21		
					PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES							
19,474	20,982	22,050	60240 UTILITIES CLERK	0.42	22,440	22,440	22,440
6,084	6,342	11,535	60250 FINANCE CLERK	0.30	12,110	12,110	12,110
14,495	15,586	17,275	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.16	17,620	17,620	17,620
17,952	17,856	20,030	60410 ADMINISTRATIVE AIDE	0.40	20,585	20,585	20,585
9,348	9,359	10,100	60430 CITY ENGINEER	0.11	10,255	10,255	10,255
12,652	10,179	10,800	60440 UTILITIES MAINT. SUPERVISOR	0.15	11,620	11,620	11,620
11,532	13,249	12,410	60450 FLEET & FACILITIES MANAGER	0.15	16,500	16,500	16,500
76,574	77,256	102,745	60480 UTILITY MAINTENANCE WORKER	1.91	107,335	107,335	107,335
250	1,103	2,000	61100 OVERTIME		2,000	2,000	2,000
2,025	1,509	4,300	62010 WORKERS' COMPENSATION		4,150	4,150	4,150
169	172	410	62020 UNEMPLOYMENT		450	450	450
12,579	12,872	17,590	62030 FICA		18,885	18,885	18,885
79	74	100	63010 LIFE INSURANCE		100	100	100
26,848	27,670	34,500	63020 RETIREMENT		41,700	41,700	41,700
844	737	2,265	63030 DISABILITY INSURANCE		2,260	2,260	2,260
54,788	54,391	64,320	63040 HEALTH INSURANCE		69,230	69,230	69,230
824	679	1,670	63050 DEFERRED COMPENSATION		1,375	1,375	1,375
266,516	270,017	334,100	TOTAL PERSONNEL SERVICES	3.60	358,615	358,615	358,615
MATERIALS AND SERVICES							
32,316	33,237	30,000	71000 CONTRACTUAL SERVICES		30,000	30,000	30,000
498	223	750	71210 CLOTHING ALLOWANCE		750	750	750
1,870	2,929	3,000	71500 ELECTRICITY		4,000	4,000	4,000
7,314	8,141	8,000	71520 TELEPHONE		8,000	8,000	8,000
808	1,743	2,000	71530 NATURAL GAS		2,000	2,000	2,000
7,979	9,515	8,500	71540 FUEL & LUBRICANTS		9,000	9,000	9,000
1,128	376	1,000	71560 COMMUNICATIONS SERVICE		500	500	500
442	2,625	1,500	71700 BUILDING MAINT. & REPAIR		1,500	1,500	1,500
8,620	19,067	7,500	71710 EQUIPMENT MAINT. & REPAIR		10,000	10,000	10,000
694	1,134	1,500	71720 VEHICLE MAINT. & REPAIR		2,000	2,000	2,000
0	0	250	71730 RADIO MAINT. & REPAIR		250	250	250
587	500	250	72000 COMPUTER SERVICE & SUPPLIES		250	250	250
0	156	250	72010 OFFICE SUPPLIES		250	250	250
9,255	7,875	7,500	72100 MINOR EQUIPMENT & TOOLS		7,500	7,500	7,500
71	203	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
1,559	1,569	1,500	72510 SAFETY EQUIPMENT		1,500	1,500	1,500
666	369	1,000	72600 CLEANING SUPPLIES		1,000	1,000	1,000
1,701	1,610	2,000	73000 SAND & GRAVEL		2,000	2,000	2,000
832	1,083	2,000	73010 ASPHALT & CONCRETE		2,000	2,000	2,000
3,546	9,155	15,000	73200 SEWER PIPE		15,000	15,000	15,000
0	0	17,000	73420 CREDIT CARD PROCESSING FEE		20,000	20,000	20,000
4,183	6,027	5,000	73600 MISC. SUPPLIES & EXPENSE		5,000	5,000	5,000
84,069	107,534	116,500	TOTAL MATERIALS AND SERVICES		123,500	123,500	123,500
350,586	377,550	450,600	TOTAL EXPENDITURES		482,115	482,115	482,115



PUBLIC WORKS & DEVELOPMENT**WASTEWATER TREATMENT****OVERVIEW**

The Wastewater Treatment Plant receives and processes all sanitary wastewater generated by users of the municipal wastewater system twenty-four hours a day, seven days a week. The Environmental Protection Agency, along with Oregon's Department of Environmental Quality establish standards for discharging effluent, bio-solids disposal, and water reuse which the City must meet or exceed. Staff maintains and repairs equipment as needed and monitors the processes to ensure standards are met.

OPERATIONAL OBJECTIVES

- Operate, maintain, and repair treatment site facilities and equipment.
- Conduct laboratory sampling and testing to control treatment processes and to assure compliance with discharge/disposal requirements.
- Implement new NPDES permit testing for Whole Effluent Toxicity, metals, and organic toxic testing.
- Remove and dispose of residual bio-solids from the treatment process. Bio-solids are hauled to a DEQ approved private facility for additional treatment and reclamation.

BUDGET YEAR OBJECTIVES

- Continue to operate and maintain treatment site facilities and equipment to meet governing standards.
- Continue to provide treated reuse water for irrigation to Middlefield Golf Course in greater quantities than last year. Expand effluent use into the exit 174 freeway interchange area.
- Complete construction of the 29- acre feet effluent storage facility and irrigation system to utilize all the treated effluent during the discharge restricted months.
- Receive approval from ODOT to irrigate the 174 Hwy Interchange with treated effluent.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2019-20

- Rebuilt 2 plant water pumps.
- R&G Construction started construction of the effluent storage pond.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21
PW & Development Director	0.08	0.08	0.09	0.09
Administrative Aide	0.12	0.12	0.12	0.12
Fleet & Facilities Manager	0.05	0.05	0.05	0.05
WW Treatment Plant Supervisor	1.00	1.00	1.00	1.00
Utility Maintenance Workers	3.05	3.05	3.05	3.10
Total FTE	4.30	4.30	4.31	4.36



Installed a new metal roof on the Solids Storage Building

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2016	Actual 2017	Actual 2018	Actual 2019	Estimate 2020
<i>Meet EPA's & DEQ's treatment and discharge standards</i>	<i>Millions of gallons treated per year</i>	830.1	839.8	570.1	756.9	800.0
	<i>Dry tone of bio-solids disposed</i>	177	199.7	151.02	184.69	195
	<i>Permit Violations</i>	5	1	0	1	0



DID YOU KNOW?

Wastewater Treatment Facts:

- The Wastewater Treatment Plant is an activated sludge process. The plant is designed to reduce pollutant discharges, thermal loading, and nutrients to the Coast Fork Willamette River, which impact the ecology of the stream by reducing dissolved oxygen. The plant was designed and operates under a DEQ permit to allow summer discharges to be used as reuse irrigation water on the Middlefield Golf Course and other identified sites.
- Additional treatment parameters including reductions in phosphorous, ammonia, temperature and chlorine levels have been added to the City's discharge permit.
- To protect the environment, reduce the potential for treatment failures resulting in fines and to improve maintenance schedules the WWTP has redundancy in digestion, secondary clarification, disinfection and residual processing.
- The plant's peak instantaneous flow is 13 million gallons/day (MGD).
- Typical WWTP dry weather flow is 1.0 million gallons/day.
- WWTP wet weather design flow is 3.5 million gallons/day.
- The treatment plant has been designed for the City's anticipated needs through the year 2025.

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**302 WASTEWATER FUND
302-324 WASTEWATER TREATMENT PLANT**

2017-18	2018-19	2019-20		2020-21			
ACTUAL	ACTUAL	BUDGET	DESCRIPTION	FTE	PROPOSED	APPROVED	ADOPTED
PERSONNEL SERVICES							
8,153	8,767	9,715	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.09	9,920	9,920	9,920
5,317	5,676	6,185	60410 ADMINISTRATIVE AIDE	0.12	6,305	6,305	6,305
3,844	4,415	4,135	60450 FLEET & FACILITIES MANAGER	0.05	3,945	3,945	3,945
38,263	70,108	73,625	60470 WW TREATMENT PLANT SUPERVISOR	1.00	78,850	78,850	78,850
181,534	155,213	174,220	60480 UTILITY MAINTENANCE WORKER	3.10	159,420	159,420	159,420
585	4,941	4,000	61100 OVERTIME		4,000	4,000	4,000
4,194	2,329	7,525	62010 WORKERS' COMPENSATION		6,550	6,550	6,550
238	250	535	62020 UNEMPLOYMENT		530	530	530
17,772	18,811	23,020	62030 FICA		22,355	22,355	22,355
111	126	125	63010 LIFE INSURANCE		130	130	130
46,764	44,825	55,245	63020 RETIREMENT		61,655	61,655	61,655
1,285	1,320	1,710	63030 DISABILITY INSURANCE		1,730	1,730	1,730
62,864	69,081	73,715	63040 HEALTH INSURANCE		86,675	86,675	86,675
224	1,275	210	63050 DEFERRED COMPENSATION		1,760	1,760	1,760
371,149	387,137	433,965	TOTAL PERSONNEL SERVICES	4.36	443,825	443,825	443,825
MATERIALS AND SERVICES							
8,955	0	10,000	71000 CONTRACTUAL SERVICES		10,000	10,000	10,000
989	1,156	1,500	71210 CLOTHING ALLOWANCE		1,500	1,500	1,500
99,426	102,146	115,000	71500 ELECTRICITY		120,000	120,000	120,000
7,927	8,179	7,500	71520 TELEPHONE		7,500	7,500	7,500
603	1,049	900	71530 NATURAL GAS		1,500	1,500	1,500
3,213	2,513	5,000	71540 FUEL & LUBRICANTS		3,000	3,000	3,000
2,034	4,013	38,715	71700 BUILDING MAINT. & REPAIR		5,000	5,000	5,000
34,975	58,874	35,000	71710 EQUIPMENT MAINT. & REPAIR		35,000	35,000	35,000
0	147	500	71720 VEHICLE MAINT. & REPAIR		500	500	500
730	2,307	2,500	72100 MINOR EQUIPMENT & TOOLS		2,500	2,500	2,500
570	2,356	2,000	72120 EQUIPMENT RENTAL & LEASE		2,000	2,000	2,000
19,165	12,629	17,000	72400 LAB TESTS & SUPPLIES		15,000	15,000	15,000
86,831	104,272	90,000	72410 TREATMENT CHEMICALS		100,000	100,000	100,000
46,256	51,692	60,000	72435 BIOSOLIDS DISPOSAL		60,000	60,000	60,000
179	434	1,000	72600 CLEANING SUPPLIES		500	500	500
3,427	1,193	4,000	73600 MISC. SUPPLIES & EXPENSE		2,000	2,000	2,000
315,281	352,961	390,615	TOTAL MATERIALS AND SERVICES		366,000	366,000	366,000
686,430	740,097	824,580	TOTAL EXPENDITURES		809,825	809,825	809,825

FUND: ENTERPRISE

FUND/DEPARTMENT #: 302-326

PUBLIC WORKS & DEVELOPMENT

MIDDLEFIELD GOLF COURSE

OVERVIEW

Middlefield Golf Course is a beautiful, 18-hole, 5002 yard, par 67 executive public golf course that is surrounded by mature landscaping and the beautiful Row River. The budget provides for the operation, maintenance, and promotion of this course. The reason for the purchase of the course in 2006 was to use reclaimed water from the wastewater treatment plant for irrigation during the summer months to avoid additional costly treatment requirements to discharge into the river. The reclaimed water also provides valuable nutrients to the plants. The golf course is operated as a part of the Wastewater Treatment system.

OPERATIONAL OBJECTIVES

- Provide operation, maintenance, and improvements to Middlefield Golf Course.
- Enhance the usage of Middlefield Golf Course and sales in the Pro shop.
- Provide training of employees to enhance the operation, maintenance, and improvements.

BUDGET YEAR OBJECTIVES

- Expand usage of course for traditional golf and other community uses.
- Promote Middlefield Golf Course to increase revenue from Greens Fees, Pro Shop sales, and Deli sales.
- Build a new golf storage building to rent spaces for private golf carts.

MAJOR ACCOMPLISHMENTS – FISCAL YEAR 2019-20

- Hosted 6 community golf tournaments.
- Hosted Cottage Grove High School golf teams for practice and tournaments.
- Increased visibility, promoting the Course through the use of Groupon , television and radio advertisements, resulting in increased revenues.
- Purchased 40 new electric carts, replacing aging equipment.
- Built a golf simulator booth to offer a wider variety of products to members.
- Painted the exterior of the Pro-Shop.
- Served as the site of the Cascade Conference Collegiate Cross Country Championship meet.
- Closed beginning March 25, 2020 to comply with Governor’s Excecutive Order 20-12. Plan to open with Phase 2 of recovery.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2019-20

- None



FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21
Pro Shop Manager	1.00	1.00	1.00	1.00
Pro Shop Assistant	1.45	1.63	1.63	1.24
Golf Course Superintendent	1.00	1.00	1.00	1.00
Groundskeeper Reg. Part-Time Worker	3.23	3.23	3.46	3.46
Total FTE	6.68	6.86	7.09	6.70

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	ACTUAL 2016-17	ACTUAL 2017-18	ACTUAL 2018-19	YTD 2019-20
<i>Use reuse water for irrigation purposes</i>	<i>Total Number of gallons applied (millions)</i>	27.80	58.60	67.99	34.00
<i>Provide facility for community golf programs and tournaments annually</i>	<i>No. of tournaments</i>	9	5	6	6
	<i>No. of annual memberships</i>	65	47	45	27
	<i>Weekday Rounds</i>	4,119	6,745	7,429	4,330
	<i>Weekend Rounds</i>	1,633	3,687	3,771	3,171
	<i>Member Rounds</i>	4,908	6,335	5,639	4,204
	<i>Comp. Rounds</i>	472	499	368	219
	Total Rounds	11,132	17,266	17,207	11,924
	<i>Attendance at Golf Camp</i>	30	30	30	22
	<i>No. of High School Golf Events</i>	4	5	8	7
<i>Increase Sales to support operations & maintenance</i>	<i>Clubs/Cart rental</i>	\$ 28,038	\$ 51,835	\$ 59,404	\$ 40,619
	<i>Deli Shop revenue</i>	\$ 20,675	\$ 31,714	\$ 34,231	\$ 22,291
	<i>Pro Shop revenue</i>	\$ 21,908	\$ 41,011	\$ 36,461	\$ 19,938
	<i>Golf Course Fees</i>	\$ 167,908	\$ 203,226	\$ 228,464	\$ 139,367
		\$ 238,529	\$ 327,786	\$ 358,560	\$ 222,215



Northwest Christian hosted the Men and Women's Cascade Conference Collegiate Cross Country Championship meet.



One of the 40 used 2016 electric Club Car golf cart purchased in 2019

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**302 WASTEWATER FUND
302-326 MIDDLEFIELD GOLF COURSE**

			2020-21			
2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	FTE	PROPOSED	APPROVED ADOPTED
PERSONNEL SERVICES						
48,000	49,152	51,650	60476 GOLF SHOP MANAGER	1.00	52,655	52,655 52,655
28,130	30,682	31,805	60477 GOLF SHOP ASSISTANT	1.24	31,370	31,370 31,370
59,816	67,603	73,050	60478 GOLF COURSE SUPERINTENDENT	1.00	79,900	79,900 79,900
72,918	98,295	108,745	61010 GROUNDSKEEPER/REG. PT. WORK	3.46	109,050	109,050 109,050
0	0	400	61100 OVERTIME		400	400 400
2,078	2,047	4,350	62010 WORKERS' COMPENSATION		3,875	3,875 3,875
211	249	535	62020 UNEMPLOYMENT		550	550 550
16,000	18,899	22,950	62030 FICA		23,605	23,605 23,605
55	51	75	63010 LIFE INSURANCE		75	75 75
20,927	23,578	25,650	63020 RETIREMENT		34,800	34,800 34,800
609	573	725	63030 DISABILITY INSURANCE		725	725 725
26,969	28,555	29,475	63040 HEALTH INSURANCE		30,960	30,960 30,960
0	972	520	63050 DEFERRED COMPENSATION		1,060	1,060 1,060
275,711	320,656	349,930	TOTAL PERSONNEL SERVICES	6.70	369,025	369,025 369,025
MATERIALS AND SERVICES						
3,186	3,243	6,000	70030 ADVERTISING		5,000	5,000 5,000
7,181	5,905	8,000	71000 CONTRACTUAL SERVICES		8,000	8,000 8,000
2,542	2,531	500	71020 LICENSES & PERMITS		500	500 500
308	152	1,000	71210 CLOTHING ALLOWANCE		1,000	1,000 1,000
21,852	24,024	25,000	71500 ELECTRICITY		27,000	27,000 27,000
6,577	7,236	8,000	71520 TELEPHONE		8,000	8,000 8,000
1,273	1,374	1,200	71530 NATURAL GAS		1,500	1,500 1,500
11,014	11,200	12,000	71540 FUEL & LUBRICANTS		12,000	12,000 12,000
6,659	2,685	7,500	71700 BUILDING MAINT. & REPAIR		7,500	7,500 7,500
23,939	24,205	21,000	71710 EQUIPMENT MAINT. & REPAIR		20,000	20,000 20,000
0	66	500	71720 VEHICLE MAINT. & REPAIR		500	500 500
1,385	445	1,500	72000 COMPUTER SERVICE & SUPPLIES		2,000	2,000 2,000
578	123	600	72010 OFFICE SUPPLIES		500	500 500
0	9	200	72030 BOOKS, MAPS & PERIODICALS		200	200 200
1,561	1,888	2,000	72100 MINOR EQUIPMENT & TOOLS		2,000	2,000 2,000
613	0	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000 1,000
48	0	1,000	72200 LANDSCAPING SUPPLIES		1,000	1,000 1,000
2,474	6,649	8,000	72320 IRRIGATION PARTS & SUPPLIES		10,000	10,000 10,000
13,481	10,505	20,000	72330 SUPPLIES/PRO SHOP INVENTORY		20,000	20,000 20,000
22,713	24,341	20,000	72340 SUPPLIES/DELI FOOD		20,000	20,000 20,000
15,289	15,084	17,500	72430 CHEMICALS/FERTILIZER		17,500	17,500 17,500
1,379	909	1,500	72600 CLEANING SUPPLIES		1,000	1,000 1,000
5,800	4,941	6,500	73000 SOIL/SAND/GRAVEL		7,500	7,500 7,500
6,817	8,389	6,000	73600 MISC. SUPPLIES & EXPENSE		6,000	6,000 6,000
2,065	2,473	2,000	74100 PROFESSIONAL ASSOC. DUES		2,000	2,000 2,000
591	979	1,000	74200 EDUCATION & REGISTRATION FEES		1,000	1,000 1,000
227	1,193	1,500	74210 TRAVEL & SUBSISTENCE		1,500	1,500 1,500
159,550	160,549	181,000	TOTAL MATERIALS AND SERVICES		184,200	184,200 184,200
435,261	481,206	530,930	TOTAL EXPENDITURES		553,225	553,225 553,225

FUND: ENTERPRISE

FUND/DEPARTMENT #: 302-395

PUBLIC WORKS & DEVELOPMENT

WASTEWATER NON-DEPARTMENTAL

OVERVIEW

The Wastewater Non-Departmental budget accounts for expenditures that are common to all Wastewater Fund activities. Those include costs for audit, insurance, postage, administrative charges, education, professional organization costs, medical tests, operations engineering support and other general wastewater fund expenses.

OPERATIONAL OBJECTIVES

- Annual fees are paid from this fund as it relates to the City's NPDES Permit.
- Pays dues for membership in the Oregon Association of Clean Water Agencies.
- Training is provided for full-time employees that conduct the activities of the wastewater utility.
- Fees are paid from this fund for wastewater operator and wastewater collections certification testing, licensing, and renewal.
- Funds portion of utility billing printing and mailing costs.
- Funds publication and postage fees for the mailing of special reports to the public.
- Pays allotment for administrative and general engineering services as well any outstanding debt service.

BUDGET YEAR OBJECTIVES

- To continue to support the activities of the Wastewater Fund.

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

**302 WASTEWATER FUND
302-395 NON-DEPARTMENTAL**

2020-21

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
			MATERIALS & SERVICES			
565	469	1,000	70030 ADVERTISING	1,000	1,000	1,000
6,065	6,347	7,000	70100 AUDIT EXPENSE	9,405	9,405	9,405
58,553	52,297	60,000	70400 INSURANCE & BONDS	74,900	74,900	74,900
781	1,606	1,500	71000 CONTRACTUAL SERVICES	3,000	3,000	3,000
150	450	500	71012 EMAIL & WEB SERVICES	500	500	500
21	1,170	750	71600 POSTAGE	750	750	750
4,956	3,380	5,000	71610 UTILITY BILLING POSTAGE	5,000	5,000	5,000
4,625	8,652	10,000	72000 COMPUTER PROGRAMS & SUPPLIES	10,000	10,000	10,000
719	548	1,000	72010 OFFICE SUPPLIES	1,000	1,000	1,000
0	193	300	72030 BOOKS, MAPS & PERIODICALS	300	300	300
0	3	1,000	72100 MINOR EQUIPMENT-TOOLS	1,000	1,000	1,000
10,002	8,991	8,500	73220 NDPES DISCHARGE PERMIT	8,500	8,500	8,500
50	172	500	74000 PROGRAM FEES & DUES	500	500	500
2,267	2,381	3,000	74100 PROFESSIONAL ASSOCIATION DUES	3,000	3,000	3,000
1,021	3,415	2,500	74200 EDUCATION & REGISTRATION FEES	2,500	2,500	2,500
530	1,990	1,000	74210 TRAVEL & SUBSISTENCE	1,000	1,000	1,000
30	133	500	74300 EMPLOYEE MEDICAL EXAMS & TESTS	500	500	500
780	720	1,000	76010 RODENT CONTROL	1,000	1,000	1,000
3,500	2,500	2,500	76133 WATERSHED COUNCIL	2,500	2,500	2,500
69,000	68,695	69,045	79900 ADMINISTRATION FEE	69,145	69,145	69,145
20,000	20,000	20,000	79910 ENGINEERING SERVICE FEES	20,000	20,000	20,000
183,617	184,112	196,595	TOTAL MATERIALS & SERVICES	215,500	215,500	215,500
103,114	106,093	105,380	90217 TRANSFER TO DEBT SERVICE	109,010	109,010	109,010
50,000	30,000	50,000	90235 TRANSFER TO WW RESERVE FUND	59,000	59,000	59,000
0	0	229,615	99000 CONTINGENCY	228,920	228,920	228,920
442,868	577,713	0	99020 ENDING BALANCE	0	0	0
779,598	897,918	581,590	TOTAL EXPENDITURES	612,430	612,430	612,430
2,251,875	2,496,771	2,387,700	TOTAL WASTEWATER FUND EXPENDITURES	2,457,595	2,457,595	2,457,595

FUND: ENTERPRISE**FUND/DEPARTMENT #: 402-420****PUBLIC WORKS & DEVELOPMENT****STORM DRAIN UTILITY****OVERVIEW**

The primary responsibility of the Storm Drainage Utility Fund is to collect and convey storm water through the storm drainage system to various river outfalls. The storm drainage system has approximately 30.85 miles of storm drain lines ranging in size from 4 inches to 66 inches in diameter. The system also contains several open channels and drainage ditches.

OPERATIONAL OBJECTIVES

- Complete minor repairs to the system infrastructure
- Clean storm drainage mainlines, catch basins, inlets and drainage channels
- Respond to underground locate requests and identify underground utilities
- Separate cross connections (storm water connected to sanitary sewer) when possible and reconnect to appropriate system.
- Complete and adopt new Storm Drain Utility code.
- Complete and Adopt Low Impact Design Standards for onsite storm drainage treatment.
- Install filters into existing storm drain catch basins.

SIGNIFICANT BUDGET CHANGES FROM FISCAL YEAR 2019-20

- No rate increase is proposed. This follows the proposed 2020-2025 5-year Utility Rate Plan.

FULL-TIME EQUIVALENT POSITIONS

<i>Position</i>	Adopted 2017-18	Adopted 2018-19	Adopted 2019-20	Adopted 2020-21
Utilities Clerk	0.05	0.05	0.05	0.05
Finance Clerk	0.06	0.06	0.09	0.09
PW & Development Director	0.10	0.10	0.10	0.10
Administrative Aide	0.13	0.13	0.13	0.13
City Engineer	0.08	0.08	0.08	0.08
Utilities Maint. Supervisor	0.10	0.10	0.14	0.14
Fleet & Facilities Manager	0.08	0.08	0.08	0.08
Utility Maintenance Worker	1.36	1.36	1.64	1.55
Total FTE	1.96	1.96	2.31	2.22

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19
<i>Provide an effective conveyance of storm water</i>	<i>No. of service requests evaluated</i>	10	12	10	4
	<i>No. of plugged storm mains</i>	50	5	3	4
	<i>Feet of drainage channels cleaned</i>	180'	225'	3900'	1700'



Brush cutting the storm drainage ditch along Douglas Street



DID YOU KNOW?

Storm Drainage Facts:

- The Department maintains approximately 30.85 miles of storm drainage lines.
- The Department cleans and maintains approximately 600 catch basins.
- The Department responded to approximately 850 locate requests to locate the municipal lines prior to excavation work being performed.
- Average rainfall in Cottage Grove is 46 inches.





**City of Cottage Grove
Fiscal Year 2020-21 Budget**

402-420 STORM DRAIN UTILITY

2020-21

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	FTE	PROPOSED	APPROVED	ADOPTED
REVENUE							
91,267	111,639	130,000	41010 CARRYOVER		133,000	133,000	133,000
342,106	371,596	388,400	45050 STORM DRAINAGE FEES		410,000	410,000	410,000
1,944	3,283	2,000	53200 INTEREST INCOME		2,000	2,000	2,000
123	122	100	54010 CREDIT BUREAU		100	100	100
0	3,571	100	54050 AUCTION PROCEEDS		100	100	100
366	908	200	54060 MISCELLANEOUS REVENUE		500	500	500
435,806	491,119	520,800	TOTAL REVENUE		545,700	545,700	545,700
EXPENDITURES							
PERSONNEL SERVICES							
2,319	2,497	2,700	60240 UTILITIES CLERK	0.05	2,680	2,680	2,680
1,789	1,866	5,500	60250 FINANCE CLERK	0.09	3,600	3,600	3,600
9,059	9,741	10,795	60299 PUBLIC WORKS/DEVEL. DIRECTOR	0.10	11,020	11,020	11,020
5,723	6,109	6,750	60410 ADMINISTRATIVE AIDE	0.13	6,765	6,765	6,765
6,798	6,807	7,680	60430 CITY ENGINEER	0.08	7,840	7,840	7,840
7,442	8,985	10,075	60440 UTILITIES MAINT. SUPERVISOR	0.14	10,800	10,800	10,800
6,151	7,066	6,625	60450 FLEET & FACILITIES MANAGER	0.08	8,800	8,800	8,800
66,136	68,113	90,145	60480 UTILITY MAINTENANCE WORKER	1.55	85,575	85,575	85,575
308	3,994	900	61100 OVERTIME PAY		1,000	1,000	1,000
1,711	1,232	3,750	62010 WORKERS' COMPENSATION		3,100	3,100	3,100
105	115	300	62020 UNEMPLOYMENT		300	300	300
7,898	8,615	11,785	62030 FICA		11,900	11,900	11,900
49	51	75	63010 LIFE INSURANCE		75	75	75
17,146	19,181	27,550	63020 RETIREMENT		27,430	27,430	27,430
544	504	1,600	63030 DISABILITY INSURANCE		1,475	1,475	1,475
37,894	40,699	48,750	63040 HEALTH INSURANCE		47,500	47,500	47,500
621	496	1,150	63050 DEFERRED COMPENSATION		915	915	915
171,693	186,071	236,130	TOTAL PERSONNEL SERVICES	2.22	230,775	230,775	230,775
MATERIALS & SERVICES							
746	949	1,000	70100 AUDIT EXPENSE		885	885	885
6,225	4,472	6,500	70400 INSURANCE & BONDS		6,000	6,000	6,000
5,327	10,273	10,000	71000 CONTRACTUAL SERVICES		10,000	10,000	10,000
200	300	250	71012 EMAIL & WEB SERVICES		250	250	250
399	435	1,500	71500 ELECTRICITY		1,500	1,500	1,500
1,794	1,884	2,000	71520 TELEPHONE		2,100	2,100	2,100
517	1,185	1,500	71530 NATURAL GAS		2,000	2,000	2,000
2,534	2,839	3,000	71540 FUEL & LUBRICANTS		12,500	12,500	12,500
0	0	0	71550 LANDFILL FEES		3,750	3,750	3,750
524	175	500	71560 COMMUNICATIONS SERVICE		500	500	500
10	255	250	71600 POSTAGE		250	250	250
1,759	1,322	2,000	71610 UTILITY BILLING POSTAGE		2,000	2,000	2,000
210	1,606	1,000	71700 BUILDING MAINT. & REPAIR		1,000	1,000	1,000
2,083	3,096	2,500	71710 EQUIPMENT MAINT. & REPAIR		17,500	17,500	17,500
355	512	1,000	71720 VEHICLE MAINT. & REPAIR		1,000	1,000	1,000
3,424	1,957	500	72000 COMPUTER SERVICE & SUPPLIES		500	500	500
53	35	100	72010 OFFICE SUPPLIES		100	100	100
7,799	6,659	7,500	72100 MINOR EQUIPMENT & TOOLS		7,500	7,500	7,500
71	203	1,000	72120 EQUIPMENT RENTAL & LEASE		1,000	1,000	1,000
114	65	200	72600 CLEANING SUPPLIES		200	200	200
1,276	771	2,000	73000 SAND & GRAVEL		2,000	2,000	2,000
484	59	2,000	73010 ASPHALT & CONCRETE		2,000	2,000	2,000
0	0	10,000	73020 STORM PIPE		5,000	5,000	5,000
30	295	0	73200 SEWER PIPE		0	0	0
0	0	4,000	73420 CREDIT CARD PROCESSING FEE		4,000	4,000	4,000

**City of Cottage Grove
Fiscal Year 2020-21 Budget**

402-420 STORM DRAIN UTILITY

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				FTE	PROPOSED	APPROVED ADOPTED
2,824	2,865	2,500	73600 MISCELLANEOUS SUPPLIES		2,575	2,575 2,575
0	0	500	74000 PROGRAM FEES AND DUES		500	500 500
20,860	19,730	20,105	79900 ADMINISTRATIVE FEE		21,445	21,445 21,445
20,000	20,000	20,000	79910 ENGINEERING FEES		20,000	20,000 20,000
79,616	81,943	103,405	TOTAL MATERIALS & SERVICES		128,055	128,055 128,055
0	0	0	90203 TRANSFER TO STREET FUND		50,455	50,455 50,455
2,857	3,002	3,155	90217 TRANSFER TO DEBT SERVICE		3,280	3,280 3,280
70,000	70,000	80,000	90236 TRANSFER TO STORM DRAINAGE RESERVE		83,985	83,985 83,985
0	0	98,110	99000 CONTINGENCY		49,150	49,150 49,150
111,639	150,102	0	99020 ENDING BALANCE		0	0 0
0	0	0	TOTAL TRANSFERS/ENDING FUND BALANCE		0	0 0
435,806	491,119	520,800	TOTAL EXPENDITURES		545,700	545,700 545,700

FUND: ENTERPRISE

FUND/DEPARTMENT #: 502-520

INDUSTRIAL PARK OPERATIONS

OVERVIEW

The Industrial Park Operations Fund is set up to administer the development and sale or lease of industrial lots that were created by the City in the late 1990's. The fund receives revenues from the sale or leases of land. Expenditures are made to maintain those properties owned by the City, for maintenance of the wetland located on the easterly portion of the industrial park, and for paying the debt for the development of the industrial park. At the October 22, 2018 City Council Meeting, the Council approved the purchase of an additional 16 acres immediately adjacent to the Industrial Park for additional development.

OPERATIONAL OBJECTIVES

- Sell the properties still in City ownership.
- Maintain open space and wetland areas.
- Provide wetland mitigation in conjunction with the construction of 'R' Street.

BUDGET YEAR OBJECTIVES

- Design improvements for new property to be incorporated into the Industrial Park.
- Work closely with Cottage Grove Community Development Corporation, Chamber of Commerce, Lane County, and Business Oregon to market available space within the park.
- List remaining properties with a Real Estate Broker.
- Make scheduled debt payments.



**City of Cottage Grove
Fiscal Year 2020-21 Budget**

502-520 INDUSTRIAL PARK OPERATIONS

2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	DESCRIPTION	2020-21		
				PROPOSED	APPROVED	ADOPTED
REVENUE						
36,724	116,210	215,000	41010 CARRYOVER	118,290	118,290	118,290
778	4,675	2,000	53200 INTEREST INCOME	300	300	300
74	15	0	54060 MISCELLANEOUS REVENUE	0	0	0
111,786	196,056	200,000	54300 SALE OF PROPERTY	200,000	200,000	200,000
0	725,000	0	54400 LOAN PROCEEDS	0	0	0
23,484	0	0	55001 TRANSFER FROM GENERAL FUND	0	0	0
172,846	1,041,956	417,000	TOTAL REVENUE	318,590	318,590	318,590
EXPENDITURES						
MATERIAL & SERVICES						
0	0	50,000	71000 CONTRACTUAL SERVICES	50,000	50,000	50,000
0	0	0	71500 ELECTRICITY	0	0	0
70	35	10	79900 ADMINISTRATIVE FEE	0	0	0
70	35	50,010	TOTAL MATERIALS & SERVICES	50,000	50,000	50,000
CAPITAL OUTLAY						
0	743,930	0	82000 LAND ACQUISITION	0	0	0
56,566	77,457	104,765	90217 TRANSFER TO DEBT SERVICE	102,780	102,780	102,780
0	0	262,225	99000 CONTINGENCY	165,810	165,810	165,810
116,210	220,534	0	99020 ENDING BALANCE	0	0	0
172,846	1,041,956	417,000	TOTAL EXPENDITURES	318,590	318,590	318,590